<Project Name> Workplan

ID	Task	Responsible	Dates		Milestone	Comments/Status
			Start	Finish	Y/N	
Visualize						
1.	**Determine Stakeholder Needs**	Chuck	12/15/02	2/3/02	Y	Complete
2.	Complete Stakeholder Analysis					
10.	Priorit…					
11.	Deter… …es					
12.	**Identi…**					
13.	Create Milestones and Timeline Chart					
14.	**Create Workplan**					
15.	Identify Major and Minor Pieces					
16.	Determine tasks					
17.	Clarify task dependencies					
18.	Build workplan					

The "**ID**" column automatically adjusts when you add/ delete new rows. It serves as a reference number to make it easier to identify a task during meetings.

The "**Task**" column lists all activities in the workplan.

To create a new task row:

1. Select the row below where you want to insert your new row.
2. Click on **Table** on the mail toolbar. Select **Insert**, and then click on **Rows Above**. An new row will appear in your table.

To create a minor task:
Minor tasks are indented under major tasks.

1. To indent, hold down the "**Ctrl**" key + "**Tab**".

The "**Responsible** " column identifies the lead person for the task.

In cases where more than one person is assigned to a task, identify one person who will be the main point of contact. Support team members should be represented with parenthesis around their name(s).

The "**Dates**" columns show when a task is scheduled to **Start** and **Finish**.

When establishing start and finish dates, always check to make sure you identify other tasks that must be completed before the new task may begin.

The "**Milestones**" column allows you to identify major activities, decisions, and/or meetings that must be completed in order for the project to continue.

Place a Y/N in the column to determine which tasks are milestones. All milestones should also be placed on the project **Timeline and Milestone Chart.**

The "**Comments/Status**" column shows the status of each task and/or other important information.

Examples of status:

- "Complete"
- "Urgent"
- "Waiting for approval"
- "No longer needed"
- "Contingent on task #4"

<Project Name> Workplan

ID	Task	Responsible	Dates		Milestone	Comments/Status
			Start	Finish	Y/N	
19.	Develop Communication Plan					
20.	Determine resources and budget					
21.	Clarify needed skills and equipment needs					
22.	Determine team member roles and responsibilities					
23.	Determine performance measures					
24.	*<Insert additional rows for other project specific milestones and tasks>*					
Implement						
25.	*<Insert additional rows for other project specific milestones and tasks> >*					
Close						
26.	Conduct project evaluation					
27.	Conduct problem analysis					
28.	Present findings					
29.	Celebrate success					
30.	*<Insert additional rows for other project specific milestones and tasks>*					